

For: County Offices

CRP General Signup 26 Checklists

Approved by: State Executive Director



1 Overview

A Purpose

This notice provides a county and producer checklist to assist counties in conducting CRP General Signup 26.

2 Checklists

A CRP General Signup 26 Checklist

Exhibit 1 provides a checklist of general signup activities to be completed for CRP General Signup 26.

B CRP Producer Checklist

Exhibit 2 provides a checklist of actions to complete with each producer during CRP General Signup 26.

C Notice CRP-434 Offer Development Checklist

Notice CRP-434 provides an Offer Development Checklist in Exhibit 1. Counties are encouraged to complete the items on the list to develop the AGSS electronic record for printing the CRP-1 and CRP-2.

The worksheet provided in OK Notice CRP-548 contains much of the information as the CRP-434 checklist. Either could be utilized to develop the AGSS record. Additionally, the AGSS will allow a blank CRP-2 to be printed. A blank CRP-2 should only be utilized to gather information. The eligible producer, making the offer, must sign the AGSS printed CRP-2.

D Supplementing Checklist

All checklists provided in this notice may be supplemented by the county, as needed. Complete General Signup 26 information has not been received to date. These checklists may need to be updated by the county office to reflect additional activities required by forthcoming procedure.

Disposal Date:
December 1, 2003

Distribution:
County Offices

05-02-03

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Preparation for CRP General Signup 26 Checklist

Completed	Action
	Announce CRP Signup 26 by all available means to the public
	Train staff on all CRP Signup 26 provisions
	Develop a quality review process of program techs delivering the program
	Duplicate CRP Signup Fact Sheets announcing signup and explaining the Environmental Benefits Index to provide producers and have available at the counter
	Develop permanent cover information, in consultation with NRCS, to discuss with producers, according to Notice CRP-429 and OK Notice CRP-547, subparagraph 4 B
	Post Soil Rental Rate Posting Report and provide report to PTs. Place one copy in the general CRP file – Notice CRP-434, paragraph 4
	Complete county cropland data and easement report according to Notice CRP-429, subparagraph 6 C
	Train staff to access internet web site HUC maps to determine HUC land is located in - Notice CRP-434, paragraph 5
	Have soil surveys available
	Train staff how to utilize and set numonics digitizer for measuring soils on the soil survey (non-SSURGO II counties)
	Have priority area, wildlife zone, and water quality zone maps available – Notice CRP-434, paragraph 5
	Install AGSS and GIS CRP tool software
	Enter county administrative data, predominant crops and practice cost-share amounts in the AGSS County Setup Table – Notice CRP-434, subparagraph 4 A
	Train staff on AGSS and GIS CRP Tool
	Have CRP Appendix available for each producer
	Required management information available for each producer
	Managed haying and grazing information available for each producer
	Transmit offers weekly – Notice CRP-429, subparagraph 9 E

CRP Producer Checklist

Date _____ County Code – Administrative _____ Physical _____
 Operator _____ FSN _____ Tract # _____
 Owners _____

Yes	No	Action
		Provided producer CRP Signup 26 Fact Sheet and Signup 26 EBI Fact Sheet
		Producer in SCIMS
		Identify acres to be offered on aerial photograph
		Is the land physically and legally capable of being cropped?
		Correct 502 form in office
		AD-1026 on file
		CCC-526 on file
		Producer meets CRP eligibility criteria (owned/operated 12 months)
		Deed on file
		Land meets CRP eligibility criteria
		Accessed new software for offer process on PC
		Print each AGSS screen through the offer process for general documentation
		Obtained number of acres offered
		Obtained crop history
		Explained Exhibit 19 cover information for N1a
		Discussed N1b water enhancements, conversion, or wildlife food plot
		Explained cost share or no cost share and points
		Discuss maintenance rates and applicability.
		Required management activities explained
		Obtained 3 predominant soils data/maps
		Explained points for offer rental rate less the maximum
		CCC-505 permanent base reduction if applicable
		Tenant/landlord certification statement signed
		CRP-2 worksheet processed
		Review CRP-2 contents with producer and producer initial Item 9, "Rental Rate Per Acre Offered"
		CRP-2 worksheet signed and dated
		CRP-1 contract signed
		CRP-1 Appendix provided to all parties
		Offer accepted
		Producer notified of acceptance/nonacceptance
		Response within 30 days
		FSA 850, CPA-52 (FSA-852) form on file
		Producer with accepted offer referred to NRCS/TSP for CPO development and inclusion of required management activities
		Conservation plan
		Conservation plan checklist completed
		Supporting documents from NRCS or TSP
		Paid for measurement service performed, if applicable
		Ready for COC approval